

Message Text

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E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS R)

SUBJECT: SECRETARY'S VISIT - FUNDING

THE FOLLOWING INSTRUCTIONS CONCERN THE AUTHORIZATION,
FUNDING AND VOUCHERING FOR EXPENDITURES MADE IN ANTICIPATION OF AND IN CONNECTION WITH THE SECRETARY'S VISIT. THE BUDGET AND FISCAL OFFICER OR OTHER ACCOUNTABLE AMERICAN EMPLOYEE AT POST IS ASKED TO EXERCISE CLOSE PERSONAL SUPERVISION AND CONTROL TO INSURE THAT CHARGES ARE PROPERLY DOCUMENTED AND REPORTED CORRECTLY.

1. APPROPRIATION 1980522; ALLOTMENT 8K-1001-7: CHARGE
THE FOLLOWING, AND ONLY THE FOLLOWING, TO THIS ALLOTMENT:

A. ALL COSTS FOR MEALS AND INCIDENTALS FOR THE SECRETARY
AND FOR ANY OTHER PARTY MEMBER SPECIFICALLY AUTHORIZED BY
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SUBSEQUENT MESSAGE(S). (LODGING AND OFFICE SPACE TO BE
CHARGED TO ALLOTMENT 1001.) (SEE PARAGRAPH 2.)

B. REPRESENTATION FUNCTIONS HOSTED BY THE SECRETARY.

C. THE COST OF MEALS FOR LOCALS AND MARINE SECURITY
GUARDS, BUT FOR NO OTHER AMERICAN EMPLOYEES, WHO WORK

SHIFTS IN EXCESS OF EIGHT HOURS. NOTE: IF MEALS PURCHASED IN HOTEL GET SEPARATE BILL; THEY MUST NOT REPEAT NOT BE INCLUDED ON SAME BILL FOR ROOM RENTALS.

D. VOUCHERING INSTRUCTIONS: VOUCHERS FOR EXPENSES CHARGED TO THIS ALLOTMENT SHOULD BE CLASSIFIED, "LIMITED OFFICIAL USE - PURSUANT TO 31 USC, SECTION 107-RS291". IN ADDITION TO THE REQUIREMENTS FOR REPORTING EXPENDITURES UNDER FS-477 PROCEDURES, ONE COPY EACH OF THE VOUCHER AND SUPPORTING DOCUMENTS AND RECEIPTED BILLS SHOULD BE FORWARDED TO THE EXECUTIVE DIRECTOR S/S-EX.

2. APPROPRIATION 1980113; ALLOTMENT 1001; OBLIGATION 899516; OBJECT 2589: THE FOLLOWING EXPENSES INCURRED FOR DEPARTMENT OF STATE REPEAT DEPARTMENT OF STATE PERSONNEL ACCOMPANYING THE SECRETARY AND SECRETARIAT ADVANCE TEAMS SHOULD BE CHARGED TO THIS ALLOTMENT:

A. BASIC COST OF HOTEL ROOMS, INCLUDING TAXES BUT EXCLUSIVE OF ALL CHARGES FOR RESTAURANT, LAUNDRY AND SIMILAR PERSONAL SERVICE CHARGES WHICH WILL BE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT WHO WILL BE RESPONSIBLE FOR SETTLING WITH THE HOTEL BEFORE DEPARTURE.

B. COST OF ALL HOTEL ROOMS USED FOR OFFICES, CONTROL ROOMS, PRESS ROOM, ETC. INSTRUCT HOTEL MANAGEMENT NOT LIMITED OFFICIAL USE

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REPEAT NOT TO ACCEPT ANY FOOD OR BEVERAGE CHARGES TO THESE ROOMS.

C. VOUCHERING INSTRUCTIONS: COPIES OF ALL PAYMENT VOUCHERS TOGETHER WITH COPIES OF ALL PAID BILLS SHOULD BE FORWARDED TO THE EXECUTIVE DIRECTOR, S/S-EX.

STATE SECURITY PERSONNEL/OPERATIONS.

3. APPROPRIATION 1980113; ALLOTMENT 1038; OBLIGATION 899000; OBJECT 2589: THE FOLLOWING EXPENSES INCURRED FOR DEPARTMENT OF STATE SECURITY PERSONNEL INCLUDING REGIONAL SECURITY OFFICERS, TECHNICAL SECURITY OFFICERS, EODS AND SEABEES OVERSEAS PROVIDING SUPPORT IN CONJUNCTION WITH THE SECRETARY'S TRAVEL SHOULD BE CHARGED TO THIS ALLOTMENT.

A. BASIC COST OF HOTEL ROOMS, INCLUDING TAXES BUT EXCLUSIVE OF ALL CHARGES FOR RESTAURANT, LAUNDRY AND SIMILAR PERSONAL SERVICE CHARGES WHICH WILL BE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT WHO WILL BE RESPONSIBLE FOR SETTLING WITH THE HOTEL BEFORE DEPARTURE.

B. COST OF HOTEL ROOMS USED BY SY AGENTS FOR OFFICIAL PURPOSES, OFFICIAL TELEPHONE CALLS AND FOR CAR RENTALS WHEN AUTHORIZED BY THE SENIOR MEMBER OF THE SY ADVANCE TEAM.

C. VOUCHERING INSTRUCTIONS: COPIES OF ALL PAYMENT VOUCHERS, TOGETHER WITH COPIES OF ALL PAID BILLS, SHOULD BE FORWARDED TO THE BUDGET OFFICER, SY/EX.

COMMUNICATIONS PERSONNEL.

4. THE FOLLOWING EXPENSES INCURRED FOR DEPARTMENT OF STATE COMMUNICATIONS PERSONNEL INCLUDING REGIONAL COMMUNICATIONS OFFICERS, COMMUNICATIONS ELECTRONIC OFFICERS, ATS LIMITED OFFICIAL USE

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WORKING COORDINATORS, COMMUNICATIONS AND RECORDS OFFICERS AND SUPPORT COMMUNICATIONS OFFICERS PROVIDING SUPPORT IN CONJUNCTION WITH THE SECRETARY'S TRAVEL SHOULD BE CHARGED TO THE INDIVIDUAL'S TRAVEL ORDERS.

A. BASIC COST OF HOTEL ROOMS, INCLUDING TAXES BUT EXCLUSIVE OF CHARGES FOR RESTAURANTS, LAUNDRY, AND SIMILAR PERSONNEL SERVICE CHARGES WHICH WILL BE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT, WHO WILL BE RESPONSIBLE FOR SETTLING WITH THE HOTEL BEFORE DEPARTURE.

B. COMMUNICATIONS PERSONNEL SHOULD PRESENT POST BUDGET AND MANAGEMENT OFFICER A COPY OF THEIR TRAVEL ORDERS.

C. VOUCHERING INSTRUCTIONS: COPIES OF ALL PAYMENT VOUCHERS, TOGETHER WITH COPIES OF ALL PAID BILLS, SHOULD BE FORWARDED TO THE BUDGET OFFICER, OC/EX.

NSC PERSONNEL.

5. APPROPRIATION 1980113, ALLOTMENT 2034: THE FOLLOWING EXPENSES INCURRED FOR NATIONAL SECURITY COUNCIL PERSONNEL, BOTH ACCOMPANYING SECRETARY AND MEMBERS OF ADVANCE TEAMS, SHOULD BE CHARGED TO THIS ALLOTMENT:

A. BASIC COST OF HOTEL ROOMS INCLUDING TAXES BUT EXCLUSIVE OF RESTAURANT, LAUNDRY ETC. CHARGES WHICH ARE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT.

B. FOR ALL CHARGES AGAINST THIS ALLOTMENT FS-477'S FOR NSC WITH SUPPORTING DOCUMENTS AND RECEIPTED BILLS SHOULD BE FORWARDED TO THE DEPARTMENT, ATTN: BF/FS, MR. ROBERT LAMB.

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6. PRESS: MEMBERS OF THE PRESS ACCOMPANYING THE SECRETARY ARE RESPONSIBLE FOR PAYING THEIR OWN HOTEL BILLS.

7. AIRCRAFT CREW: CREW MEMBERS FROM THE SECRETARY'S AIRCRAFT ARE INDIVIDUALLY RESPONSIBLE FOR PAYING THEIR OWN BILLS.

8. OTHER EXPENSES:

A. ALL COSTS FOR OUT-OF-COUNTRY TDY CLERICAL HELP ETC. USED IN SUPPORT OF THE VISIT WILL BE BORNE BY THE REGIONAL BUREAU.

B. ALL EXPENSES INCURRED FOR: (I) AMERICAN AND FSL OVERTIME; (II) VEHICLE RENTALS; (III) EQUIPMENT RENTALS; (IV) ALL TELEPHONE INSTALLATION AND SERVICE CHARGES; (V) PRINTING; (VI) SUPPLIES; AND (VII) REPRESENTATION FUNCTIONS HOSTED BY EMBASSY OFFICERS IN HONOR OF THE SECRETARY AND PARTY ARE ALL CHARGEABLE TO THE POST'S ALLOTMENT.

9. POST SHOULD COORDINATE WITH HOTEL ON BILLING PROCEDURES. INSURE ROOMS ONLY ARE ON OFFICIAL ACCOUNTS. PERSONAL CHARGES ARE RESPONSIBILITY OF OCCUPANT. EMPHASIZE SEPARATE BILLS.

10. THE ADMINISTRATIVE OFFICER ACCOMPANYING PARTY IS AUTHORIZED TO INCUR ADDITIONAL CHARGES AND DRAW FUNDS AGAINST ALL ACCOUNTS MENTIONED HEREIN.

11. AT SOME POINT DURING VISIT, THE BUDGET AND FISCAL OFFICER OR OTHER ACCOUNTABLE AMERICAN EMPLOYEE AT POST SHOULD MEET WITH THE S/S-EX ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY TO RESOLVE ANY PROBLEMS REGARDING FUNDING OF THE VISIT.

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12. REPORTING:

WHEN BULK OF HOTEL AND OTHER BILLS RECEIVED FOLLOWING VISIT, NOTIFY THE DEPARTMENT BY PRIORITY CABLE (S/S-EX) OF TOTAL AMOUNTS TO BE CHARGED AGAINST ALLOTMENT SPECIFIED IN PARAGRAPHS 1 AND 2 ABOVE. BY SEPARATE CABLE NOTIFY THE DEPARTMENT (SY/EX) OF TOTAL AMOUNTS EXPECTED TO BE CHARGED

AGAINST ALLOTMENT SPECIFIED IN PARAGRAPH 3 ABOVE, AND ALSO
BY SEPARATE CABLE NOTIFY DEPARTMENT (OC/EX) OF TOTAL
AMOUNTS EXPECTED TO BE CHARGED AGAINST THE INDIVIDUAL'S
TRAVEL ORDERS AS SPECIFIED IN PARAGRAPH 4 ABOVE. WOULD
APPRECIATE RECEIVING THIS INFORMATION WITHIN THREE WEEKS
AFTER CONCLUSION OF VISIT.

13. FOR PARIS ONLY: THE FOREGOING INSTRUCTIONS APPLY TO
THOSE ACTIVITIES AND TO THOSE MEMBERS OF THE SECRETARY'S
PARTY, MEMBERS OF ADVANCE TEAMS, AS WELL AS THOSE TRAVEL-
LING ABOARD THE SECRETARY'S AIRCRAFT, NOT REPEAT NOT FUNDED
BY OIC OR COVERED BY OIC ORDERS. INSTRUCTIONS ON OIC
FUNDING WILL BE SET FORTH BY SEPTTEL. VANCE

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